

Central Film School

2025-26

Central Film School

Resources Board Terms of Reference

Section A - Purpose and Structure

1. Description

- 1.1. The purpose of the Resources Board is to oversee the management, allocation, and strategic development of the school's resources, ensuring they align with academic objectives and industry standards
- 1.2. The Board ensures that resources effectively support teaching, learning, and production activities while maintaining sustainability and best practices.

2. Membership

- 2.1. The membership of the Resources Board will include:

- Chair - Production Manager
- CEO/Chair of the FCC
- Head of School
- Kit Assistants (Secretary)
- Student Representative(s)
- Course Leaders or relevant sessional tutors
- External Advisor(s) (if required)

3. Reporting Structure

- 3.1. The Board will report to the Academic Board on resource-related decisions, developments, and challenges.

- 3.2. A summary and key recommendations will be documented and submitted for institutional review and budget approval.

4. Meetings

- 4.1. The Resources Board will meet one time per academic year, with additional meetings convened as necessary.
- 4.2. Agendas will be distributed in advance, and meeting minutes will be recorded and circulated to relevant stakeholders.
- 4.3. Extraordinary meetings may be held to address urgent resource-related matters.
- 4.4. Quorum is achieved by a minimum 50% including the Chair, CEO, Course Leader and at least one Student Representative.

Section B - Terms of Reference

5. Terms of Reference

- 5.1. The Resources Board is responsible for overseeing and advising on the following areas:
- Procurement, allocation, and management of equipment, technology, and facilities.
 - Maintenance, upgrading, and replacement of resources in line with industry standards.
 - Fair and efficient access to resources for students and staff.
 - Adoption of emerging technologies and their integration into the curriculum.
 - Development of policies related to resource usage, security, and sustainability.
 - Review of budgetary requirements and recommendations for resource investments.

Document Title	Resources Board - Terms of Reference
Document Reference	CFS-PRC-2025-003
Issuing Authority	Production & Resources Committee
Author	Ben Hampton
Document Approval Date	27 Aug 2025
Date Last Amended	8 Aug 2025
Effective from	27 Aug 2025
Review Date	08/06/2026

Version History		
Purpose/Change	Author	Date
Creation into new template	Ben Hampton	8 Aug 2025
Ratified for the 2025/26 academic year	AB	27/08/2025